

MARYLAND ENERGY ADMINISTRATION
COMMUNITY CLEAN ENERGY GRANT PROGRAM

Proposed Guidelines

1. PURPOSE

The Community Clean Energy Grant Program provides funding to local governments, community groups and non-profit organizations to facilitate projects that increase the energy efficiency and/or the use of renewable energy to benefit the local government or community and promote affordable, reliable, and clean energy.

2. SCOPE OF GRANTS

A. Type of Projects Appropriate for Community Clean Energy Grants Program

(1) The Community Clean Energy Grant Program is intended for projects that will have significant energy savings or energy generated, but the grant recipient will not receive the direct benefits of energy saved and/or generated and cannot use the money saved to repay a loan. Examples include a housing authority that makes energy improvements to building complex to reduce the energy bills of the low income residents, a community group that offers to coordinate no-cost energy retrofits in a particular neighborhood, or a feasibility study to enable a town to analyze opportunities for energy efficiency and/or renewable energy.

(2) The Community Clean Energy Grant Program is intended to complement the Jane E. Lawton Conservation Loan Program, which provides communities, non-profits and businesses low-interest loans to help finance energy efficiency and renewable energy projects. The Jane Lawton Loan Program focuses on projects that have significant energy savings and/or energy generated that can be the source for repaying a low-interest loan (e.g., help to finance an energy efficient HVAC system for city hall or the local YMCA that will reduce annual energy bills).

B. Grant funds may be used for:

(1) The costs of implementing projects, including the costs of all necessary technical assessments, studies, surveys, plans and specifications, start-up, architectural, engineering, and other special services;

(2) The costs of procuring necessary technology, equipment, licenses or materials;

(3) The costs of training and consumer education; and

(4) The costs of construction, rehabilitation, or modification related to a project including the purchase and installation of necessary machinery, or equipment.

C. Grants may be made in conjunction with, or in addition to, financial assistance provided through other State or federal programs.

D. Grantees are encouraged to make a contribution to the project, acceptable to the Administration, which may take the form of:

- (1) Cash;
- (2) Payment of certain predevelopment costs such as preliminary site plans, engineering design or feasibility studies, or technical assessments necessary to implement the project;
- (3) Contribution of in-kind services acceptable to the Administration; or
- (4) Contribution of equipment, labor, or materials for use in the project.

3. APPLICATION PROCESS

A. An application for a grant shall be submitted to the Administration and shall contain:

- (1) Address and description of project location;
- (2) Point of contact;
- (3) Authorized signatory.

B. Authorized Signatory- If the grantee is a:

- (1) Local jurisdiction, the application shall be signed by the local jurisdiction's chief elected officer or, if none, by the governing body to the local jurisdiction;
- (2) Public school, the application shall be approved by the county Board of Education and signed by the superintendent of public schools for the county;
- (3) Institution of higher learning, the application shall be signed by the president of the institution or other authorized official;
- (4) Non-profit organization, the application shall be signed by the Executive Director, President, Chairman of the Board, or other authorized official.

C. Applicant must provide sufficient information and documentation to determine the eligibility of a project in accordance with established criteria, including:

- (1) Identification of the structure, or structures, or equipment which will be the subject of a Project, including, as applicable, a brief description of the existing condition of the structure or equipment evidencing a need for the project;
- (2) A project budget identifying all sources and uses of Project funds;

- (3) A description of the type and amount of technical assistance or capacity building involved in the project, if applicable;
- (4) A description of type, amount, and source of the grantee's contribution;
- (5) The projected energy cost savings to be achieved in dollars, units of fuel, or British thermal units, and the engineering calculations to support these savings estimates; and
- (6) The anticipated environmental benefits in the form of reduced emissions or pollution attributable to the proposed Project.

4. EVALUATION CRITERIA - Criteria for evaluating applications include:

- A. Amount and type of energy saved and/or generated from renewable sources, annually and over life of measure;
- B. Number of citizens benefited and local economic impact (jobs created, small businesses helped, etc);
- C. Ability to leverage grant with other sources of funding;
- D. How grant supports applicant's broader energy conservation strategy;
- E. Environmental benefits;
- F. Location, to promote and ensure geographic distribution of grants; and
- G. Readiness of project.

5. REQUIRED GRANT CONDITIONS

The grantee shall:

- A. Document the anticipated energy savings over a defined period of time in a calculation acceptable to the Administration;
- B. Provide quarterly reports on the progress of the grant and expenditures;
- C. Provide a Completion Report documenting the completion of the project and energy savings and/or generated to date; and
- D. Provide a Final Report, documenting, in a form acceptable to the Administration, the energy savings and/or generated for the first full year of operation, subject to a review of a monitoring and verification evaluation.